



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5000

MCBO 1320.1A
B 011
30 Jul 96

MARINE CORPS BASE ORDER 1320.1A

From: Commanding General
To: Distribution List

Subj: ORDERS PROCESSING

Ref: (a) MCO P1000.6F
(b) MCBO 1320.2
(c) MCO 4650.30K
(d) MCBO 5512.119

Encl: (1) Permanent Change of Station and Release from Active
Duty Orders
(2) Port Calls and Area Clearances
(3) Marine Security Guard, Drill Instructor, Recruiter, and
Independent Duty Orders

1. Purpose. To provide guidance and instruction on the proper procedures for processing personnel orders.

2. Cancellation. MCBO 1320.1.

3. Summary of Revision. This revision contains the following changes:

a. Enclosure (1) paragraph 1f. Provides authority to receive TLE in executing PCSO as granted by the organizational commander.

b. Enclosure (2), paragraph 1. Renames the Military Airlift Command as the Air Mobility Command (AMC).

c. Enclosure (2), paragraph 4d. Updates AMC airlift categories.

d. Enclosure (2), paragraph 5. Requires written notification by the CO to the TMO when overseas orders are cancelled subsequent to a port call request.

e. Enclosure (2), paragraph 6a. Provides that port call requests should be submitted as soon as possible, but no later than 45 days before travel is executed.

f. Enclosure (2), paragraph 5e(3). Clarifies that the application for dependent travel is submitted at the time of the port call request.

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g. Enclosure (2) , paragraph 5f(2). Provides weight allowances for pets.

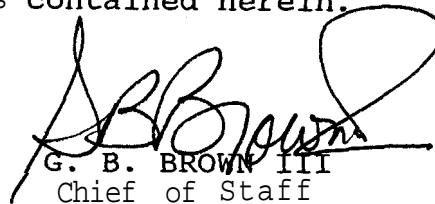
4. Information

a. The references provide guidelines and information relative to travel orders, port calls, area clearances for dependent travel, release from active duty, and advance preparation of personnel for subsequent movement overseas.

b. Basic orders for movement of personnel are the responsibility of the Military Personnel Officer (MPO). Based upon direction from higher headquarters, the MPO will issue orders directing the transfer of personnel from this Base. The enclosures provide specific details regarding these orders. All detaching endorsements, per reference **(a)**, are the responsibility of the organizational commander.

c. TAD orders are issued per reference (b).

5. Action. Organizational commanders and all Marines of this Base will comply with the instructions **contained herein.**



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

PERMANENT CHANGE OF STATION AND RELEASE FROM ACTIVE DUTY ORDERS

1. Administration of Permanent Change of Station Order (PCSO)

a. Upon receipt of correspondence from the CMC directing a member's transfer, the CG MCB (B 011) will issue PCSO's by endorsement. A copy of the PCSO will be forwarded to the appropriate organizational commander as notification that orders are pending. Upon receipt of completed applicable checklists or screening requirements, the original orders will be provided by the CG MCB (B 011) for delivery to the Marine.

b. Organizational commanders will provide detaching endorsements on all orders signed by the CG MCB. Enclosure (2) of this Order contains guidance for personnel in receipt of orders overseas.

c. Prior to nominating/transferring a Marine for assignment to Marine Security Guard duty, drill instructor duty, recruiter duty, or independent duty, organizational commanders will screen, utilizing the appropriate enclosures provided in current Marine Corps directives, ensuring that Marines requesting orders via NAVMC 10274, Administrative Action (AA) Forms, nominated, or selected are screened and fully qualified for the assignment. Enclosure (3) refers.

d. The commanding officer delivering the original orders will have the Marine complete the receiving endorsements, send one copy of the orders (including the receiving endorsement) to the individual's new duty station, and will retain one complete copy along with any checklist on file for one year per MCO P1000.6.

e. Authority to use a second privately owned vehicle in executing PCSO's may be granted by the organizational commander on an individual basis. This authority should be contained in the detaching endorsement. Joint Federal Travel Regulations (JFTR) paragraph U5205 applies.

f. Authority to receive temporary lodging expenses allowance in executing PCSO's may be granted by the organizational commander on an individual basis. This authority should be contained in the detaching endorsement. JFTR paragraph U5700 applies.

2. Modification to PCSO's

a. Requests for modification/cancellation of PCSO's initiated by organizational commanders/division directors will be forwarded to the CG MCB (B 011) via naval letter.

b. Requests for modification/cancellation of PCSO's initiated by the individual Marine will be submitted via AA form through the appropriate chain-of-command to the CG MCB (B 011). The

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provisions of MCO P1000.6F, paragraph 1301, pertaining to humanitarian reasons, for revocation of orders, will be used as a guide when personal and family problems exist.

3. Transfer of Hospitalized Personnel. Organizational commanders will submit a letter to the CG MCB (B 011) requesting transfer of hospitalized personnel by service records when it is determined that:

a. The period of hospitalization will exceed or is expected to exceed 30 days, or

b. The administration of the individual(s) cannot be effectively performed by the unit commander.

c. Each request will indicate:

(1) Requested effective date of transfer.

(2) Any pending disciplinary action.

(3) Whether the individual occupies government housing.

d. Additional guidance is contained in MCO 1300.8.

4. Requests for Release from Active Duty. Orders directing release of officer and enlisted reservists will be based on the following guidelines:

a. Officers. Upon receipt of authority to release active duty officers, the MPO will endorse the message to the appropriate organizational commander.

b. Enlisted Reservists. Organizational commanders will prepare appropriate orders.

5. Request for Orders Home Awaiting Results of Physical Evaluation Board (PEB) Proceedings. When a Marine has been found unfit for duty by the PEB, the CG MCB (B 011) will forward the PEB report to the organizational commander for appropriate action. With the consent of the individual, the Marine may be ordered home to await final disposition of the PEB, subject to the criteria established by paragraph 8504 of MCO P1900.16E.

a. Officers. Organizational commanders will request authority from the CMC (MMOA) via the appropriate chain-of-command for officers desiring to be ordered home to await final action of the PEB.

b. Enlisted. Organizational commanders will submit a data sheet to the MPO who will prepare the appropriate orders.

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6. Transfer to the Temporary Disability Retired List (TDRL). Upon receipt of authority from the CMC directing transfer of a Marine to the TDRL, the MPO will endorse the message to the appropriate organizational commander. The organizational commander is responsible for notifying CMC (MMSR-4) via Naval message. Additionally, commanders will submit a data sheet to the MPO who will prepare orders transferring the Marine to the TDRL. Direct liaison between the organizational commander maintaining the individual service record and HQMC is encouraged. Any change in status of the Marine will be immediately reported to HQMC.

7. Discharge With/Without Severance Pay. Upon receipt of authority from the CMC directing discharge of a Marine, the MPO will endorse the message to the organizational commander for action and prepare an appropriate discharge order. In the event the Marine cannot be discharged within the timeframe specified by the CMC discharge directive or if the Marine has been transferred, the organizational commander will immediately notify the CMC (MMSR-4) via Naval message. The message will be submitted to the CG MCB (B 011) for release. No message report is required if the Marine is discharged without delay.

8. Retirement/Transfer to the Fleet Marine Corps Reserve (FMCR). Requests for retirement/transfer to the FMCR must be submitted per Chapter 7 of MCO P1900.16E and MCBO 1900.1. Upon receipt of the CMC approval, the MPO will endorse the message to the appropriate organizational commander.

9. Appellate Leave

a. By the authority contained within MCO P1050.3, Marines awaiting completion of appellate review of a general/special court-martial sentence awarding dismissal or punitive discharge may be ordered home to await completion of the subject review.

b. Organizational commanders will submit the request for appellate leave orders to the CG MCB (B 052) prior to the effective date of the appellate leave.

ENCLOSURE (1)

PORT CALLS AND AREA CLEARANCES

1. Whenever travel outside of CONUS is directed in conjunction with official orders, the organizational commander must ensure that a port call request is submitted to the Transportation Officer as soon as possible per MCO 4650.30. Air Mobility Command (AMC) procured transportation (Category "B" and "M") must be used, when available. Travel by regularly scheduled commercial airlines (Category "Z") will be issued only in the event that AMC transportation is unavailable during the travel period.

2. This Base is designated as a Passenger Control Point (PCP). The PCP is located in the Traffic Management Office (TMO), Bldg. 2009. The Traffic Management Officer is also designated as the Transportation Officer for the PCP, and is appointed by separate correspondence.

3. The Transportation Officer is responsible for determining the availability of government transportation and for authorizing commercial transportation for transoceanic travel in conjunction with military orders. This applies to travel in conjunction with both PCS and TAD orders. The Transportation Officer shall:

a. Maintain a commercial transportation control log indicating the control number assigned, name and grade of individual, date authorized, departure point, authorized travel point, and reason for authorizing commercial transportation.

b. Submit a monthly commercial air transportation utilization report per MCO 4650.30.

4. Transportation in Connection With Emergency Leave. The following Marine Corps guidelines are applicable for emergency leave travel to overseas areas:

a. Marines may be authorized funded emergency leave travel in government aircraft on a TAD basis from CONUS to overseas. Such transportation is chargeable to the appropriated funds which support the TAD travel of the unit to which the member is attached, or of the unit which controls such funds. The JFTR, par. U7205 must be consulted to ensure that Marines requesting travel under this provision meet specific criteria for eligibility.

b. In cases where transportation in connection with emergency leave is funded, TAD orders will be issued per MCO P1050.3G, paragraph 5004, by the CG MCB (B 011).

c. An appropriate leave authorization will be provided by the organizational commander per MCO P1050.3 for overseas emergency leave where costs are borne by the member. A port call request must be submitted to the Transportation Officer immediately.

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d. Advance reservations for the transoceanic portion of the travel on AMC airlift or Category "B" or "M" service will be arranged.

e. Transportation Priority I is authorized for overseas travel for the purpose of emergency leave. Return travel is Transportation Priority III.

f. Emergency leave personnel shall be directed to report to the Marine Corps Liaison Officer, Passenger Liaison Officer, or AMC Terminal Liaison Officer upon arrival at the aerial port of debarkation for endorsement of orders and assistance in obtaining return transportation.

5. Control of Requests for Overseas Passenger Reservations

a. Port call procedures require prompt actions that are necessary for requesting and effecting timely port calls. Organizational commanders shall require that all personnel whose assigned duties include port call request action and issuance of transportation procurement documents become thoroughly familiar with, and fully comply with, this Order, MCO 4650.30, and other applicable Marine Corps directives pertaining to arranging and furnishing transoceanic transportation.

b. CO's are responsible for notifying the Transportation Officer, in writing, when overseas orders are cancelled or modified subsequent to requesting a port call.

6. Upon receipt of PCS orders, CO's will take the following action:

a. Request Port Call

(1) Submit port call requests for travel as directed to the Transportation Officer as soon as possible, but not later than 45 days before travel is executed.

(2) Requests in conjunction with PCS orders will be submitted at least 90 days prior to the date required to report to the new command and contain a 10 day "window" period. This is the period of time between the day the traveler is available to travel and the day that traveler must arrive. Requests for TAD travel will contain a three day "window" period. The travel performance periods are necessary in order to provide sufficient time for arranging flights for overseas travel.

b. Physical Qualification for Duty Overseas. Ensure compliance with the requirements for medical and dental screening, to assess suitability for assignment overseas, to include HIV II testing, as prescribed in NAVMEDCOMINST 1300.1, MCO P1300.8, and MCO P3000.1.

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When the unit receives notification that a Marine is being transferred overseas, CO's will require the member to report to the overseas screening coordinator at the medical treatment facility. CO's will then review the completed NAVMED 1300/1 and interview the member to ascertain the medical/psychological/dental qualifications for overseas assignment per MCBO 5512.1.

c. Immunizations. Ensure that all required immunizations are completed prior to detachment.

d. Predetachment Briefing. Establish and maintain local implementing procedures to ensure that each traveler is briefed prior to departure as follows:

(1) Conduct in a Travel Status. Brief the traveler on standards of appearance, conduct, and decorum in a travel status.

(2) Uniforms and Basqage. All Marines traveling aboard category B Military Air Charters are authorized to wear civilian clothing, unless individual orders specify otherwise. Travelers will ensure their personal appearance is conservative and commensurate with the high standards traditionally associated with the Marine Corps. When civilian clothing has been authorized for wear in a duty status in lieu of a uniform, the civilian clothing will be of the same comparable degree of formality as the uniform prescribed for such duty.

(3) Contraband. Ensure that Marines are aware of prohibitions in transporting explosives, dangerous drugs, and other contraband aboard government aircraft.

(4) Transportation Arrangements. Counsel the traveler on transportation arrangements by utilizing the port call information contained in the transportation endorsement. Ensure that the traveler is advised of assistance available from TMO for arranging transportation while in a leave status and en route to the port of embarkation.

(5) Reportins Instructions. Instruct the traveler to report to the departure terminal on the date and time indicated by the port call detaching endorsement. Late arrival or failure to report for a flight may result in the Marine Corps being penalized or billed for costs incurred by AMC as a result of the traveler's failure to utilize the seat.

(6) Checklist. Ensure that checklists are completed as required by MCO P3000.1. Forward a completed and signed copy to the CG MCB (B 011) and attach one copy to the unit file copy of the detaching endorsement.

ENCLOSURE (2)

e. Transportation of Dependents

(1) Eligibility to Travel at Government Expense. Ensure that the Marine is eligible to transport dependents and household goods at government expense, and that the Marine qualifies for "command sponsorship" of dependents under the criteria contained in MCBO 5512.1. In this regard, Marines not having sufficient obligated service to complete the "accompanied by dependents" tour who refuse to extend or reenlist to obtain the necessary obligation will not be detached without the approval of the CMC (MM), unless they elect the "all others" tour.

(2) Entry approval/Area Clearance. When required, request approval for dependents to enter the overseas area per MCO P1000.6.

(3) Application for Transportation of Dependents. Ensure that DD Form 884 (Application for Transportation of Dependents) is completed and submitted to the TMO with the port call request. This action must not be delayed, since processing of dependents must begin promptly to ensure arrangement of concurrent travel. Additionally, orders must specify that concurrent travel of dependents is authorized and include the names and birth dates of same.

(4) Passports. Ensure that when "no fee" passports are required, they are promptly applied for per MCBO 5512.1. This action must be accomplished prior to requesting area clearance. The passport agent is located in Little Hall, Bldg. 2034.

(5) Immunizations. Ensure that all dependents have received the necessary immunizations and hold proper records of such immunizations as required by MCO P3000.1.

(6) Pregnancy. Ensure that all dependents who are pregnant have a certificate signed by a doctor attesting to the duration/period of pregnancy. Pregnant women up to the 34th week of gestation may be accepted for AMC transportation in a passenger status unless travel by air is not medically recommended per paragraph 2-7 of MCO 4630.16B.

(7) Early Arrival of Dependents at Port of Embarkation. Ensure that the Marine understands that dependents should not proceed to the port of embarkation until authorized to do so. In order to preclude financial and personal hardship, authority to report to the port of embarkation will not be given until overseas transportation arrangements have been finalized.

f. Transportation of Pets. Current regulations allow the shipment of a maximum of two family pets (dog/cat) to most overseas locations. Shipment, vaccination, and quarantine of pets is at the expense of the owner. As approval must be secured prior to the

shipment of any animal, requests for pet transportation should be included in the traveler's initial port call requests. The following statement shall be signed by the service member and included with the port call request: "I have sufficient funds to defray the cost of vaccination, shipment, and quarantine of my pet(s) ." Travelers will be advised concerning pet travel arrangements when their own port call is arranged. Also, all port call requests must specify the following information for shipment of pets:

- (1) Species: dog or cat only/limit is two.
- (2) Weight: actual weight including cage.
 - up to 70 pounds charged as 1 piece.
 - 71 to 99 pounds charged as 1 piece.
 - 100 pounds and over charged as 2 pieces (waiver required).
- (3) Dimensions: Length (base on tail to nose)
Width (across chest)
Height (shoulder to floor)

NOTE: As limited pet space is available, the traveler will be requested to provide a 14 day travel performance window.

ENCLOSURE (2)

MARINE SECURITY GUARD, DRILL INSTRUCTOR, RECRUITER, AND
INDEPENDENT DUTY ORDERS

1. MCO 1306.2 provides guidance and general information on Marines who apply for Security Guard Duty with the Department of States' Foreign Service establishments.
2. MCO 1326.6 provides guidance and general information on assigning Marines to drill instructor (DI), recruiter, and independent duty.
3. The CMC assigns Marines to serve in DI, recruiter, and independent duty billets. Assignment is based upon the needs of the Marine Corps and the qualifications of the individual Marine. Based on the nature of these assignments, nominees must meet specific criteria and be recommended by their CO. Screening of nominees is accomplished using the appropriate enclosure to MCO 1326.6. All Marines approved for assignment to these duties must equal or surpass the minimum criteria contained in the directive.
4. CO's of Marines requesting orders to the subject duty will:
 - a. Personally screen Marines utilizing the appropriate checklist contained in MCO 1306.2 or MCO 1326.6 to determine their suitability/unsuitability.
 - b. Endorse the Marine's AA form utilizing as an enclosure, the completed screening/Interview guide contained in MCO 1306.2 or MCO 1326.6 prior to submission to Headquarters, USMC.
5. CO's of Marines in receipt of orders to the subject duty will:
 - a. Upon notification of orders, personally screen Marines utilizing the appropriate checklist contained in MCO 1326.6 to determine their suitability/unsuitability.
 - b. Provide the CG MCB (B 011) a copy of the screening checklist under cover letter, to include medical qualifications, as directed. When the Marine is determined unsuitable for the subject duty, indicate the reasons for disqualification, and ensure supporting documentation is enclosed as appropriate.
6. The Military Personnel Officer will:
 - a. Monitor all orders to DI, recruiter, and independent duty to ensure screening and the CMC notification is accomplished in a timely fashion.
 - b. Issue orders to the Marine after the required screening has been accomplished.